

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
342**

**EMPLOYEE REPRESENTATION  
WITNESS COMPENSATION  
(TEMPORARY)**

**Supersedes:** AR 342 (NEW)

**Effective Date:** 12/19/08

**AUTHORITY**

NRS 289.080; 284.0745; 284.390 – 284.393; 233B121; 50.225; NAC 284.582; 284.589; 284.662, 284.656

**RESPONSIBILITY**

All Department employees are responsible for compliance with this regulation.

The Supervisor, Warden, Division Head, and Appointing Authority are responsible to ensure employee time sheets appropriately reflect attendance and leave.

The Department payroll office is responsible for maintaining payroll and leave records.

**342.01 EMPLOYEE REPRESENTATION**

1. Representation at an Internal Investigation Interview, a Pre/Post Disciplinary Hearing, or an Administrative Appeal Hearing:
  - A. A peace officer may request two representatives of their choosing.
  - B. A non-peace officer may request one representative of their choosing.
  - C. If the representative is a department employee such assistance cannot cause undue hardship, overtime or otherwise hinder the operations of the department.
  - D. If the representative is a state or department employee, they may only assist on their own time. Release time can be approved at the discretion of the Supervisor/Warden and must be charged to appropriate personal leave.
2. Any employee filing a grievance may request one representative of their choosing.
  - A. If the representative is a state employee, they may only assist on their own time.

## 342.02 WITNESS COMPENSATION

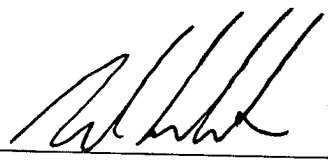
1. During regularly scheduled work hours, the department may grant administrative leave with pay for participation as an appellant or witness at an Administrative Appeal Hearing and the Employee Management Committee:
  - A. Overtime will not be authorized for participation outside of regularly scheduled work hours and/or regular days off;
  - B. A request must be made for a period of time that is reasonably necessary for testimony;
  - C. Must be requested at least 2 weeks in advance or may be denied;
  - D. The absence of the employee cannot cause undue hardship to the operations of the department, such as unfunded overtime;
  - E. To the extent possible, the appointing authority will attempt to adjust employees shift for required appearance;
  - F. Witnesses present at the request of the Attorney General's office may be compensated for participation outside their regular work day and/or regular days off.

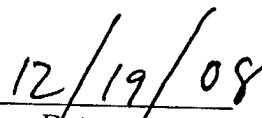
## APPLICABILITY

1. This AR does not require an Operational Procedure for the Department Personnel Division.
2. This AR does not require an Operational Procedure for each institution, facility, and each Division.
3. This regulation requires an audit.

## REFERENCES

None

  
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Howard Skolnik, Director

  
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Date